



TOWN OF CONCORD
NATURAL RESOURCES COMMISSION
141 KEYES ROAD, CONCORD, MA 01742
TEL. (978) 318-3285 FAX (978) 318-3291

**Notice of Intent
Submission Checklist**

PLEASE NOTE: Only the most recent NOI form will be accepted (April 2015). **Fax copies and e-mails are not acceptable. Please do not submit applications with plastic or acetate covers or pocket plan holders.** GBC binders are acceptable. Please see the *Minimum Plan and Submission Requirements Policy* for additional information.

Due to changes in the Opening Meeting Law, effective July 1, 2010, Applicants and/or their representatives will be required to provide documents and other exhibits that will be discussed at the meeting **prior to the scheduled hearing.** Documents and other exhibits, including photographs, must be provided to the office in manageable form.

TIMELINE

- ☐ A complete application package (**double-sided and collated**) must be submitted by close of business at least **2 weeks in advance** of a scheduled meeting. Meetings are generally the first and third Wednesdays of each month. Incomplete or uncollated packages may be returned and/or cause delay of your project.
- ☐ Supplemental information for continued hearings must be submitted **by 4:30 pm at least 8 business days in advanced of the next scheduled Commission meeting.** This typically means that revisions will be due on the Friday a week and a half prior to the scheduled Wednesday meeting of the Commission.
- ☐ If no action is taken by an Applicant on a filing for 6 months, or four consecutive meetings, the Commission may require that the Applicant renotify abutters and republish the legal notice (see the *Continuance Policy*).

FORMS

- ☐ Two copies of completed **Application Form** (WPA Form 3) signed by the Applicant and Property Owner.
PLEASE DOUBLE-SIDE DOCUMENTS
- ☐ Two copies of completed, signed **Stormwater Management Form**, Appendix C, if applicable. This does not apply to projects on single-family lots. PLEASE DOUBLE-SIDE DOCUMENTS
- ☐ Two completed NOI Wetland Fee Transmittal Form Pages 1 & 2. PLEASE DOUBLE-SIDE DOCUMENTS

MAPS

Seven copies of the following maps, **all with the site clearly identified.**

- ☐ USGS
- ☐ FEMA
- ☐ NHESP Either October 1, 2008 map or most recent GIS – If applicable, submit evidence of mailing of completed application form to Natural Heritage and Endangered Species program.

NARRATIVE

SEVEN double-sided copies of a narrative including:

- ☐ Description of work within regulated resource areas and buffer zones, and any impacts to these areas.
- ☐ Description of the project's compliance with the WPA performance standards. If work is proposed in the Riverfront Area, you must provide an alternatives analysis.
- ☐ Description of the project's compliance with the Town's Wetlands Bylaw and 50-foot No New Structures Policy
- ☐ Provide a written waiver request in accordance with Section 7.7 of the Concord Wetlands Bylaw for any work within 25 feet of wetlands.
- ☐ Proposed mitigation for unavoidable project impacts

- ☐ Square footage of work proposed by type (i.e. disturbance, structures, impervious surface, etc.) within each zone (25-foot No Disturb Zone, 50-foot No Build Zone, 100-foot Buffer Zone, 200-foot Riverfront Area).
- ☐ Description of wetland resource areas, date delineated, and name of wetland scientist that conducted the delineation
- ☐ Brief project description on Page 2 of the Notice of Intent (Sect. A.6.) - for Legal Notice. After, you may reference attached narrative.
- ☐ Photos of the site, if applicable.

FEES

- ☐ Check to the Town of Concord
- ☐ Copy of check to the Commonwealth of Massachusetts
- ☐ * Please note, a legal notice fee will be billed by the Concord Journal directly to the Applicant. The Applicant is responsible for the cost of the legal notice in accordance with the state Wetlands Protection Act [310 CMR 10.05(5)(a)] and Concord Wetlands Bylaw. The Concord Journal may contact the Applicant on the Friday after the submission deadline. If the Concord Journal is unable to reach the Applicant for payment, the legal notice will not be published and the hearing will be delayed. It is therefore critical for the Applicant to provide a proper contact person and daytime telephone number with the NOI application.

ABUTTERS LIST

- ☐ The original and one copy of the certified abutters list within 100 feet of the property. This must be obtained from the Assessor's Office, accompanied by a stamped, signed cover letter from the Assessors, and be obtained within one month of the filing date.
- ☐ Two copies of the Abutter Notification, available online (www.concordma.gov/pages/ConcordMA_NaturalResources/Wetlands%20Guidance)
- ☐ Two copies of the evidence of abutter notification: Notification can be either by hand or via certificate of mailing or certified mail. The post office provides a date-stamped receipt ("certificate") for each letter mailed. This certificate, return receipt green cards, copies of green cards, or proof of receipt of hand delivered mail, must be submitted **before the hearing** (scanned copies are OK). If any mailings are returned, bring the entire envelope (or a copy) to the hearing indicating by postal service stamp the reason for return.

PROJECT PLANS

Show proposed structures or modifications to existing structures, paving, drainage, or water control structures, and erosion controls. Be sure to include resource delineation, riverfront and/or buffer zones, and existing and proposed topography. (Please see Minimum Plan Requirements Policy)

- ☐ Two copies, full size including graphic scale (not more than 1"=50') and title block
- ☐ Five copies, 11 x 17, of main project area, including graphic scale (plan must be legible at reduced scale or full sized plans will be required)
- ☐ Plan revisions shall be clearly noted and dated on the plans.

DEP MAILINGS

- ☐ Send original check for state fee and copy of NOI Wetland Fee Transmittal Form Pages 1 & 2 to DEP, Box 4062, Boston, MA 02211.
- ☐ Send one complete copy of the Notice of Intent application, including copies of all required maps, project plans, Wetland Fee Transmittal Form, list of abutters, Notification to Abutters Form, and a copy of the check for state and town fee payments to:

DEP-NERO, Wetlands Division
205B Lowell Street
Wilmington, MA 01887